

**PUBLIC BID TABULATION**  
**ITB 7524**  
**Microfilm & Document Imaging Services**  
**January 14, 2010**

|                                   |  |           | Information &<br>Records Assoc | Cintas       | Imaging<br>Office | Micro-<br>systems | Boland       | Open Portal    | Xerox     | DMS       | American<br>Document |
|-----------------------------------|--|-----------|--------------------------------|--------------|-------------------|-------------------|--------------|----------------|-----------|-----------|----------------------|
| Invalid/Valid Bid                 |  |           | Valid                          | Valid        | Valid             | Valid             | Valid        | Valid          | Valid     | Valid     | Valid                |
| MWVBE-Participation Plan / Waiver |  |           | Plan                           | Waiver       | Waiver            | Waiver            | Plan         | Plan           | Plan      | Plan      | Plan                 |
| Affidavit Non-Collusion           |  |           | Y                              | Y            | Y                 | Y                 | Y            | Y              | Y         | Y         | Y                    |
| Addendum #1                       |  |           | N                              | Y            | Y                 | Y                 | Y            | Y              | Y         | Y         | N                    |
| Addendum #2                       |  |           | Y                              | Y            | Y                 | Y                 | Y            | N              | N         | Y         | Y                    |
| Exceptions                        |  |           | None                           | None         | Yes               | None              | None         | Yes            | Yes       | Yes       | None                 |
| LINE #                            | DESCRIPTION                                  | UNIT      |                                |              |                   |                   |              |                |           |           |                      |
| 1                                 | Scanning - doc size up to 10"x 14"           | per page  | \$0.0730                       | \$0.0800     | \$0.0840          | \$0.0625          | \$0.0600     | \$0.0800       | \$0.0680  | \$0.0700  | \$0.0849             |
| 2                                 | Scanning - doc size 10"x 14" to 11"x 17"     | per page  | \$0.0730                       | \$0.0800     | \$0.0840          | \$0.0625          | \$0.0900     | \$0.0800       | \$0.0680  | \$0.0700  | \$0.0895             |
| 3                                 | Scanning - doc size 11"x 17" to 24"x 35"     | per page  | \$0.6900                       | \$1.2300     | \$1.3300          | \$0.6790          | \$0.2400     | \$1.4000       | \$0.8200  | \$1.2500  | \$1.9890             |
| 4                                 | Microfilming - doc size up to 11"x 17"       | per page  | \$0.0730                       | \$0.0800     | \$0.0840          | \$0.0660          | \$0.0300     | \$0.0800       | \$0.0860  | \$0.0700  | \$0.0895             |
| 5                                 | Microfilming - doc size 11"x 17" to 24"x 35" | per page  | \$0.6900                       | \$1.3000     | \$1.3300          | \$0.5190          | \$0.0500     | \$1.0000       | \$0.8200  | \$1.3000  | \$1.9890             |
| 6                                 | Color Document Microfilming                  | per page  | no bid                         | \$0.1000     | no bid            | \$0.1200          | \$0.0900     | \$0.0800       | \$0.1000  | \$0.0700  | \$0.1290             |
| 7                                 | Creation of Microfilm from Digital           | per image | \$0.0150                       | \$0.0150     | \$0.0150          | \$0.0150          | \$0.0450     | \$0.0200       | \$0.0170  | \$0.0250  | \$0.0159             |
| 8                                 | Document re-preparation & structured prep    | per hour  | \$10.7500                      | \$18.0000    | \$11.0000         | \$10.0000         | \$15.0000    | \$16.0000      | \$12.3600 | \$11.5000 | \$22.0000            |
| 9                                 | Sensitive document destruction               | per pound | \$0.1600                       | \$0.1200     | no charge         | \$0.1000          | \$0.0800     | \$0.0800       | \$0.1500  | \$0.4000  | \$0.3750             |
| 10                                | Non-Sensitive document destruction           | per pound | \$0.1600                       | \$0.1200     | no charge         | no charge         | \$0.0800     | \$0.0300       | \$0.1000  | \$0.1000  | \$0.1250             |
| 11                                | Document Indexing                            | per field | \$0.2500                       | \$0.2500     | \$0.1000          | \$0.0900          | \$0.0800     | \$0.1100       | \$0.0950  | \$0.0800  | \$0.3390             |
| 12                                | Indexing application                         |           | no charge                      | \$1,500.0000 | no charge         | no charge         | \$2,500.0000 | \$890 per user | no charge | no charge | no charge            |

**12 Bids Received:**

1 invalid / 1 non-responsive

Errgroup Technologies - Invalid

IKON - Non-Responsive

|                                   |  |           | Now Records | Errgroup<br>Technol. | IKON    |
|-----------------------------------|--|-----------|-------------|----------------------|---------|
| Invalid/Valid Bid                 |  |           | Valid       | Invalid              | Valid   |
| MWVBE-Participation Plan / Waiver |  |           | Waiver      | Plan                 | Plan    |
| Affidavit Non-Collusion           |  |           | Y           | N                    | Y       |
| Addendum #1                       |  |           | Y           | N                    | N       |
| Addendum #2                       |  |           | Y           | N                    | N       |
| Exceptions                        |  |           | None        | None                 | No Form |
| LINE #                            | DESCRIPTION                                  | UNIT      |             |                      |         |
| 1                                 | Scanning - doc size up to 10"x 14"           | per page  | \$0.0680    |                      | no bid  |
| 2                                 | Scanning - doc size 10"x 14" to 11"x 17"     | per page  | \$0.0850    |                      | no bid  |
| 3                                 | Scanning - doc size 11"x 17" to 24"x 35"     | per page  | \$1.2500    |                      | no bid  |
| 4                                 | Microfilming - doc size up to 11"x 17"       | per page  | no bid      |                      | no bid  |
| 5                                 | Microfilming - doc size 11"x 17" to 24"x 35" | per page  | no bid      |                      | no bid  |
| 6                                 | Color Document Microfilming                  | per page  | no bid      |                      | no bid  |
| 7                                 | Creation of Microfilm from Digital           | per image | no bid      |                      | no bid  |
| 8                                 | Document re-preparation & structured prep    | per hour  | \$24.0000   |                      | no bid  |
| 9                                 | Sensitive document destruction               | per pound | \$0.0800    |                      | no bid  |
| 10                                | Non-Sensitive document destruction           | per pound | \$0.0350    |                      | no bid  |
| 11                                | Document Indexing                            | per field | \$0.1750    |                      | no bid  |
| 12                                | Indexing application                         |           | no charge   |                      | no bid  |